

Subfolder	Report Name	Definition/Purpose/Description	Available search prompts	Former Name
Agreements	Agreement Portfolio Report	Agreements entered in UFIRST, November 2017 to Present.	Agreement Department/College, Date ranges, Agreement PI, Reporting Sponsor, Agreement State	
Awards	Award Disbursements by College and Department	All financial actions for specified timeframe, including cash-based Clinical Trial (Fund 214) awards. Report includes funds received on new awards and modifications to existing awards.	Award Department/College, Award Activated Date, Awards Activated date range	
	Award Funding Transactional Report (2007 - Present)	All financial actions on awards from 7/1/2007 to the present, including cash-based Clinical Trial (Fund 214) awards.	Project ID, Project Department/College, Award Department/College, Awards Activated date range, Award PI, Project Manager, Reporting Sponsor, Reporting Sponsor Category	UF Award Funding Excel
	Awards by Reporting Sponsor Category (by Fiscal Year & Month; 2007 - Present)	Sum of award transactions by Reporting Sponsor Category by Fiscal Year & Month on awards with an award end date after 6/30/2007.	Project Department/College, date range, Award PI, Project Manager, Reporting Sponsor, Reporting Sponsor Category	Prebuilt Award Summaries - by Proj Responsible Unit and Reporting Sponsor Category
	Awards Received with Greater Than \$1Million Anticipated Value	All award-level transactions for specified timeframe, where the anticipated award amount UF will receive is greater than \$1Million	Award Department/College, Award Activation Date, Awards Activated date range	
	F&A Return Percentage by Center or Project	All projects and if designated via UFIRST, the center and its planned return percentage. Projects with no data in UFIRST return with a blank in the 'Center Distribution' field.	Project Department, Project ID	Center Return
	Named Key Personnel on Awards (2016 - Present)	All key personnel named on awards that start after 7/1/2016.	Award Department/College, Award Status, Award PI, Named Person, Personnel Role on Award	Personnel on Awards
	Projects in TEMP Status	All projects in a Temporary or 'At Risk Advance' status within UFIRST.	Project DepartmentID, Project College, Principal Investigator, Project Manager, Reporting Sponsor, Reporting Sponsor Type	
	Sponsored Award Portfolio Report (2007 - Present)	Every sponsored award with award end dates after 6/30/2007.	Award Department/College, Award Activated Date, Award Start Date, Awards Activated in a specific date range, Award	UFIRST Awards Excel
	Sponsored Project Portfolio Report (2007 - Present)	Every sponsored project on awards with an award end date after 6/30/2007.	Project or Award Department/College, Project Start/End Date, Projects Activated in a specific date range, Project ID [search for one or an entire list], Award PI, Project Manager, Reporting Sponsor, Reporting Sponsor Category	UFIRST Projects Excel
	UF Research Quarterly/Annual Award Report	Fiscal Year award comparison by Project Responsible Unit. Run 'Current and Previous FY (through last Completed Quarter)' to return report as distributed to deans.	Date ranges, Project Department/College, Project Manager	UF Award Report Fiscal Year Comparison by Project Responsible Unit
	UFIRST Award Commitments	Effort Commitments on UFIRST Awards (2016 to Present).	Award Department/College, Project Department/College, Award ID, Project Manager, Committed Person on Project, Date ranges, Award state	
	UFIRST Award Deliverables	Award Deliverables by responsible person as entered in UFIRST by department administrators.	Award Department, Responsible Party, Deliverable Due Date, Award State, Deliverable Status.	
CAS Exemptions	CAS Exemption Report	CAS Exemptions entered in UFIRST, August 2017 to Present	Project Department/College, Project Manager, Reporting Sponsor, CAS Exemption State	
Collaboration Area	TBD	Reports that are in progress/require campus feedback		
Core Office	Multiple	Reports in use by Core Office		
Dashboards	Award Dashboard	Visual depiction of all funds received on Sponsored Program Awards, as reported through UF Division of Sponsored Programs		
	Burn Rate Dashboard	Visual depiction of the rate of spend for all projects in funds 201 and 209	Filter by College, Department, Project Manager, and/or Project Type.	
	Expense Dashboard	Visual depiction of expenses in funds 201, 209, 214		
	Proposal Dashboard	Visual depiction of volume of proposals submitted through UF Division of Sponsored Programs		
	Proposal Success Ratio Dashboard	Visual depiction of the Proposal Success Ratio of proposals submitted through UF Division of Sponsored Programs	Filter by College, Department, Proposal PI, Proposal Size, Limited Opportunity and FY.	
Expenditures	Award and Project Expense Information - by Dept and Time Frame	Summary and transactional report for Awards active and Expenditures incurred during the specified time frame. NOTE: Expenses are not reflected in the Award Summary section if there are transactions which occur after an award has been closed.	Award Department/College, Project Department/College, Journal Date Range, Award PI, Project Manager, Reporting Sponsor	Was previously in the Award Folder
	Burn Rate Report	Companion to the Burn Rate Dashboard. Shows the Time Spent, Budget Spent and Burn Rate as percentage of total project timeline and budget for Active Projects.	Project Department/College, Project ID, Award ID, Award PI, Project Manager, Reporting Sponsor	Burn Rate Report Excel
	Direct and IDC Expense Summary by Project	Summary report returns all expenses by Project, by Direct and Indirect budget category, during specified journal date time frame.	Journal Date Presets, Journal Date Range, Project Responsible DeptID/College, Project ID, Award ID, Project PI Name/UFID, Reporting Sponsor	
	Expense Summary Report	High level summary report returns all expenses during specified journal date time frame	Project Department/College, Project ID, Award ID, Award PI, Project Manager, Reporting Sponsor	Expense Summary Report PDF
	Expense Transaction Report	Transactional report of all expenses during specified journal date time frame. Similar to the MFRs available, but allows you to view expenses by entire fiscal year, award, project, or individual.	Journal Date Range, Project Department/College, Project ID, Award ID, Project Manager, Reporting Sponsor	Expense Transaction Report Excel
	Transaction Detail with Doc Links for Grants Optimization Project	Transactional report with links to backup documentation as stored in Onbase.	ProjectID, AwardID, Date Range, Department, Source of Funds, Program Code,Account Code, Flex Code	
	UF Research Quarterly/Annual Sponsored Expenditure Report	Fiscal Year expense comparison by project responsible unit. Run 'Current and Previous FY (through last Completed Quarter)' to return report as distributed to deans.	Date Range, Project Department/College, Project Manager, Reporting Sponsor	Sponsored Programs Expenditures Report PDF

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Proposals	All Activity by Personnel (Excludes Terminated Proposals only)	Proposals from March 2015 to present where a specified individual or individuals is named in the proposal record as Key or Non-Key Personnel.	Personnel Name, Date ranges, Personnel Role, Proposal State, Reporting Sponsor	All Activity by Personnel Excel
	All Proposals Role Activity by Home Department (Submitted Proposals only)	Proposal activity (March 2015 to present) by a specified HR home department.	Department/College, Proposal State, Date ranges, Reporting Sponsor	All Proposals Role Activity by Home Department Excel
	Proposal Commitment Report (Excludes Terminated Proposals only)	Proposal commitments entered in UFIRST (March 2015 to present)	Submitting Department, Personnel HR Home Department, Personnel Name, Date ranges, Proposal State	Proposal Commitment Report Excel
	Proposal Detail Data	Raw dump of Proposal Detail file		Proposal Detail Data
	Submitted Proposal Activity Report	Proposals submitted through UFIRST, March 2015 to present	Submitting Department/College, Date ranges, Proposal PI, Reporting Sponsor Category	Submitted Proposal Activity Report Excel
	UF Research Quarterly/Annual Sponsored Proposals Report	Fiscal Year proposal comparison by Submitting Department. Run 'Current and Previous FY (through last Completed Quarter)' to return report as distributed to deans.	Date Ranges, Submitting Department/College, Principal Investigator	
Research Indicators Report	Research Indicators Report - All UF	Information on key research indicators during current FY, across all of UF. Research indicators as defined by Council of Research Associate Deans (CRAD).		
	Research Indicators Report - Prompted	Information on key research indicators during current FY, for prompted department. Research indicators as defined by Council of Research Associate Deans (CRAD).		
Subawards	Subaward Portfolio Report	Subawards routed through UFIRST, July 2016 to present. Note: historical subawards that were active during this period but never entered in UFIRST will not be listed on the report	Project Department/College, Date ranges, Project Manager, Reporting Sponsor, Subaward State, Parent Award State	
UFIRST Role-based Reports	Award Disbursements by Approver College past 30 days/365 days/7 days	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: All financial actions for specified timeframe, including cash-based Clinical Trial (Fund 214) awards. Report includes funds received on new awards and modifications to existing awards.		
	Award Disbursements by Approver Dept-4 past 30 days/365 days/7 days	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: All financial actions for specified timeframe, including cash-based Clinical Trial (Fund 214) awards. Report includes funds received on new awards and modifications to existing awards.		
	Burn Rate by Approver College	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: Shows the Time Spent, Budget Spent and Burn Rate as percentage of total project timeline and budget for Active Projects.		
	Burn Rate by Approver Dept-4	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: Shows the Time Spent, Budget Spent and Burn Rate as percentage of total project timeline and budget for Active Projects.		
	Submitted Proposal Activity by Approver College past 30 days/365 days/7 days	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: All proposals submitted for specified time frame.		
	Submitted Proposal Activity by Approver Dept-4 past 30 days/365 days/7 days	REPORT RETURNS BASED ON USER ROLES IN UFIRST SYSTEM: All proposals submitted for specified time frame.		
	Personnel Report	Personnel Report	All records designated person(s) are named within UFIRST modules and payroll data, by Reporting State. For Reporting State information, click https://research.ufl.edu/wp-content/uploads/Report-Status-Report-Guide.pdf .	Personnel UFID/Name, Department/College, Reporting Sponsor and Rollup, Reporting Status, SR Payroll Expenditures Date Range